Meeting Summary

INFORMATION						
DATE:	05/13/2010	**START TIME:**	2:00pm	**END TIME**	4:00pm	**LOCATION:** NH National Guard Army Aviation Support Facility

SUBJECT/ PROJECT:	Information Technology Council (IT Council)
PURPOSE:	Scheduled Meeting
CHAIRPERSON:	Lieutenant Colonel David Routhier, Director of Information Management, New Hampshire National Guard

ATTENDEES:

IT Council Members:

Art Durette, NH Association of Counties Representative, Deputy Sherriff Hillsborough County;
Nina Gardner, Judicial Council, Executive Director

IT Council Designees

Margaret Fulton, Dept. of Revenue Administration, Assistant Commissioner;
Christiane Mason, Public Utilities Commission, Director of Administration;
Charles Russell, Dept. of Administrative Services, Financial Data Management Director

Guest Attendees:

William Baggeroer, Dept. of Health & Human Services, Chief Information Office;
Richard C. Bailey, Jr., Dept. of Safety, Director of Motor Vehicles;
Gregory Barker, Dept. of Environmental Services, Hydrogeologist
William Cass, Dept. of Transportation, Director of Project Development;
Bruce Routhier, Dept. of Safety, Director of Emergency Services;
Christopher Clement, Office of Economic Stimulus, Executive Director;
Glenn Davison, Dept. of Transportation, Civil Engineer;
Kenneth Gallager, Office of Energy & Planning, Principal Planner;
Sean Goodwin, Dept. of Safety Emergency-911, Engineer;
Colonel Ralph Huber, New Hampshire National Guard, Operations Officer;
Tom Lambert, Dept. of Health & Human Services, Program Planner;
Keith Lohmann, Dept. of Safety, Administrator;
Thomas Miller,Ph.D, University of New Hampshire, Professor;
Kevin P. O'Brien, Dept. of Safety, Chief of Policy & Planning;
Major General William Reddel III, Adjutant General's Department, Adjutant General of New Hampshire;
Fay Ruben, Complex Systems Research Center UNH, GRANIT Project Director

Department of Information Technology Staff:

Rebecca Bolton, IT Manager, Agency Software Division;
Sally Gallerani, Director, Technical Support Services Division;
Peter C. Hastings, Interim Chief Information Officer/Commissioner;
Barbara Hoover, Manager Bureau of Finance and Administration;
Mary Houde, Assistance Director, Agency Software Division;
Theresa Pare-Curtis, Director, Web Support Division;
Dave Vigneau, IT Manager, Information Technology Security Group;
Leslie Williams, Manager Information Technology Security Group

ABSENTEES:	George N. Campbell, Jr, Dept. of Transportation, Commissioner; Kevin Clougherty, Dept. of Revenu Administration, Commissioner; Thomas B. Getz, Public Utilities Commission, Chairman; Linda Hodgdon, Dept. of Administrative Services, Commissioner; Rebecca Landry, IMS Director, City of Keene; Senator Deborah Reynolds, District 2; Earl M. Sweeney, Dept. of Safety, Assistant Commissioner; Nicholas Toumpas, Dept. of Health and Human Services, Commissioner Representative Charles Townsend, Grafton County; Science, Technology and Energy Committee

ITEM #	AGENDA
1.	Welcome and Introduction of Meeting Attendees, David Routhier
2.	Geospatial Information Systems (GIS) Awareness, David Routhier
	NH Executive GIS Business Plan, Ken Gallager
	Complex Systems Research Center; Granit, Broadband Mapping, DFIRMs, Fay Ruben
	NH e911 "NH View" & NH National Guard "NH Guard View", Sean Goodwin & Ralph Huber
	NH DHHS Public Health Permit Tracking, Tom Lambert
	NH Dept of Environmental Services web-based GIS applications using ArcGIS Server and Flex, Greg Barker
	Bandwidth and Infrastructure requirements to support these initiatives, Dave Routhier
3.	Smart Phone Status, Richard C. Bailey Jr.
4.	Open Discussion/Future Topics, David Routhier

ITEM #	MINUTES
1.	LTC David Routhier welcomed the IT Council Members and Guests.

2.	LTC David Routhier opened the conversation on Geospatial Information Systems (GIS) Awareness expressing his desire for increased awareness of GIS activities happening throughout Executive Branch Agencies.
	
	Discussion Points
	• Ken Gallager provided some historical information pertaining to the creation of the GIS Advisory Committee and its' goals.
	   • The States' relationship with Complex Systems Research Center, specifically Granit, started in 1987.
	   • Three years ago the GIS Advisory Committee hired a vendor through funding from the Federal Geographic Data Committee (FGDC) through a National Spatial Data Infrastructure (NSDI) Cooperative Assistance Program (CAP) Grant in Fiscal Year 2006 to develop a Business Plan for a Geospatial Information Officer (GIO).
	   • The mission of the State of New Hampshire's GIS program is to promote the efficient use of New Hampshire's diverse resources by utilizing geographically related information in an effective way and by providing geographic information and corresponding tools to State agencies and the general public. A key success factor is an integrated GIS environment that is supported by technology, people, activities, and processes. With these elements in place, GIS becomes a highly effective tool that can support both broad and specific statewide policy issues.
	• Glenn Davison, Dept. of Transportation, gave a presentation on GIS regarding how efforts among Agencies are coordinated today via the NH GIS Advisory Committee and proposed the creations of a Commissioner's GIS Steering Council.
	   • The Commissioner's GIS Steering Council as proposed would consist of a three tier organization to include an Executive Tier (Commissioners/Directors), a GIS Tier (GIS Project Managers, and a GIS-IT Tier (GIS Technical Staff from various Agencies).
	   • Next steps include the identification of Tier Members and the development of a Charter.

2. continued	• Fay Rubin, GRANITE Project Director, gave a presentation explaining GRANITE, a central GIS Public Data Clearinghouse at UNH Complex Systems Research Center.
	• GRANITE is a collaboration of multiple data providers and data users to include State government, Federal agencies, Regional planning agencies, Municipalities, Private sector, Non-profit sector, and the Academic community.
	• GRANITE services include GIS Data Development, Image Processing Data Hosting, Data Distribution, Online Mapping, Web Services, Application Development, Spatial Analysis, Cartography, Training, Technical Support, and Needs Assessments.
	• Fay provided information on the Broadband Technology Opportunities Program (BTOP) and specifically the New Hampshire Broadband Mapping Program.
	• Other items included Floodplain Mapping, DFIRM development and progress.
	• Sean Goodwin, Dept. of Safety E-911 and Colonel Ralph Huber, NH National Guard, presented information regarding GIS initiatives undertaken by the Dept. of Safety and the NH National Guard.
	• The Dept. of Safety and the NH National Guard are collaborating on some projects to better leverage services and increase efficiencies.
	• The National Guard has developed a browser-based mapping prototype which lists events throughout the Nation.
	• Each State National Guard determines what constitutes an event. Some States publish more information than others.
	• Thomas Lambert, Dept. of Health & Human Services, gave an overview of the NH Health Statistics and Data Management (HSDM) and Environmental Public Health Tracking (EPHT) GIS system.
	• The HSDM program accomplishes the following:
	• Fields data requests from internal and external sources
	• Geocode addresses if necessary/possible
	• Edits existing layers for internal needs
	• Occasionally returns a map as a product
	• Performs research on small area rate calculation methodology (for surveillance)
	• E.g., Bayesian smoothing
	• Acts as a GIS resource for other programs
	• Publishes interactive web maps (Instant Atlas)
	• The HSDM GIS Infrastructure includes the following:
	• 2 Staff use ESRI ArcMap desktop software. These users handle all GIS related tasks.
	• 1 indirect staff with ESRI ArcEditor (Janet Horne)
	• 2 licenses for Instant Atlas software for Web mapping capabilities
	• The EPHT program accomplishes the following:
	• Performs research on small area rate calculation methodology (for surveillance). E.g., Bayesian smoothing
	• Uses desktop mapping software to prepare web map base layers
	• Creates maps for program's print publications
	• Uses maps to communicate information with other grantees for planning
	• The EPHT GIS Infrastructure includes the following:
	• 1 Staff with ArcMap desktop software
	• 1 indirect staff with ESRI ArcEditor (Janet Horne)
	• Web mapping tool held within Business Intelligence software
	• Access to Instant Atlas
	• Current Challenges include:
	• Limited web mapping functionality. E.g., pan, zoom, locate yourself in the data
	• No guidance from DoIT
	• Lack of coordination among DPHS programs regarding GIS services
	• No direction for best practices or available data
	• Lack of managerial understanding for Current capabilities and General GIS capabilities
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2. continued	- Future Needs consist of - Affordable web GIS services - Tools for epidemiologists - Reporting to stakeholders - Live database connections - Compatibility with existing applications (e.g., Cognos, AHEDD) - Better geocoding capabilities - More staff training - GIS-IT analyst/coordinator - Gregory Barker, NH Geological Survey, Dept. of Environmental Services (NHDES), provided an overview of GIS uses within the Dept. of Environment Services. - Has been using GIS for at least 20 years. - Deployed a web mapping application over 10 years ago. - Use GIS for Waste Management Sites, Waste Site Investigation/Remediation, Permits, and Water Resources. - GIS OneStop application provides users geographic context for Permits, Waste Sites, Landfills, Water Supplies and so forth. 25-30 hits per day. - Developed the NHGS Virtual Watershed application related to the NH Stressed Basins Project. - LTC David Routhier asked the IT Council, "What should DoIT do to help GIS initiatives?" - Thomas Lambert responded that his group has received assistance from other Executive Branch Agencies. - Interim Commissioner Hastings noted that bandwidth needs will increase as GIS becomes more prevalent. - Director Curtis added that GIS Agency staff were initially kept separate from DoIT. DoIT is tasked with helping to support the technical infrastructure rather than the Agency use of GIS. - Glenn Davison commented that the mission of the Commissioner's GIS Steering Council would be to prioritize issues and move forward with a common structure and increased coordination and collaboration.
3.	Director Rick Bailey initiated a discussion regarding the status with Smart Phones Discussion Points - Verizon will not be a provided to the State of NH as of September 1, 2010. - The States' primary carriers will be Sprint and US Cellular. - Exception requests to use carriers other than Sprint and US Cellular must be submitted to the Dept. of Administrative Services. - Recommended that the State evaluate the functionality and coverage of a Droid, a Blackberry, and a smart phone with a MS Windows operating system. - Suggested that 8 or so staff from a few Agencies evaluate the three smart phones for about 8 weeks. They should complete an Evaluation form on all phones tested. Next steps include the following: - Notify Director Bailey is your Agency is interested in participating in the evaluation - LTC David Routhier will follow-up with Agencies to get specific names of evaluators etc… - Director Cheney inquired why Verizon did not bid; specifically he wondered if there was an issue regarding the States' P37. - Director Bailey responded that price and the Terms & Conditions were all issues with Verizon. - Director Russell added that he will follow-up with Commission Hodgdon for additional details.

3. continued	- Director Gallerani stated that part of the smart phone evaluation must include a cost comparison for necessary hardware and software as well as an evaluation of security-related issues. - David Vigneau commented that a few Agencies are making significant purchases that could help support other Agencies within the Executive Branch. Dave's example was the purchase of MS Exchange 2010 which could be used to create a single email domain. - LTC David Routhier stated that we need volunteers to form an email workgroup to consider the implications of a single email domain. - Assistant Commissioner Margaret Fulton commented that the Dept. of Revenue Administration is in the process of upgrading to MS Exchange 2010 and that due to security and privacy issues they do not feel comfortable including other Agencies in their email environment.
4.	- LTC David Routhier relayed concern voiced to him from Representative Townsend regarding the recent publicity wth the Right to Know requests and dealings by the Financial Resources Mortgage Company (FRM) . - Director Bailey commented that the Right to Know law is somewhat different than what people typically think. - Unfortunately, the press/public sometimes gets different answers to the same question depending on who is asked. - Director Gallerani added that there is no state-wide email archiving standard and there are point-in-time back-ups which complicates the situation. - The email workgroup referenced in Item #3 should also consider Archiving and/or Deletion policies and procedures. - Director Bailey suggested that the Dept. of Justice work (DOJ) with the IT Council on a uniform strategy for email retention. - Keith Lohmann, Dept. of Safety, inquired whether we would be asking DOJ for a legal opinion or ask them for assistance? - Director Curtis commented that DoIT has worked with DOJ on a draft email retention policy as a result of Electronic Discovery although DOJ did not publish the policy. - Director Gallerani explained the DHHS email deletion/retention policy. - Interim Commissioner Hastings stated that DoIT should not set policy regarding email deletion and/or retention, rather DoIT should help implement policy set by the Agencies DoIT supports. - LTC David Routhier suggested that the IT Council meet the 3rd Thursday every other month. Next meeting will be July 15th and the one following September 16th. - The March 4, 2010 IT Council Meeting Minutes were approved.

ACTION ITEMS			
ITEM #	DESCRIPTION	Assigned To	Due Date
1.	Request that Agencies volunteer staff to complete the CBT training and assess.		
2.	Request that Agencies volunteer staff to perform another smartphone evaluation.		
3.	Request that Agencies volunteer staff to test Open Office and MS Office2007/2010 and compare the functionality and usability of these alternatives.		
4.	Any GIS Action Items????		
5.	Requests that Agencies volunteer staff to form an email workgroup to consider the implications of a single email domain.		
6.	Engage DOJ regarding email and document retention policies/best practices.		
NEXT MEETING: July 15, 2010, Location TBD			